



# Michigan Wing

## Heads Up



VOLUME II, ISSUE III

March 2004

### March

#### Upcoming Events

- Legislative Day
- CD Orientation
- Form 99's due
- Encampment Cadet Commander Selection Board
- Monthly Vehicle Utilization Report due
- Monthly Aircraft Utilization Report due
- NavComp
- Wing Staff Meeting
- TTT Class
- SAR/DR Training Mission
- Squadron Leadership School

### Wing Commander Awards Unit Citation to Selfridge Cadet Squadron

Col. Gary Mayo presented the award to Major Terri Couls, Commander of Selfridge Cadet Squadron MI-176 on 12 Feb. The Award was recommended by then Group Commander Lt. Col. Ronald Padavan (pictured on right) for outstanding service from 1 January to 31 December 2002.



Photo by: 1Lt. Joe Buford

Col. Mayo displays Unit Citation streamer before squadron members



### CAP National Headquarters Uses History to Estimate Cadet Awards

Using historical analysis, we estimate the following percentages of cadets will obtain these milestone awards:

**Mitchell 15% - Earhart 5% - Eaker 2% - Spaatz 0.05%**

Source: Robert B. Smith, Lt Col, CAP  
Chief, Curriculum Development Cadet Programs Directorate, Civil Air Patrol National HQ

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### Cadets Achieve Amelia Earhart Milestone Award



*Congratulations to our Cadets*

Kyle I. Dickinson MI-063 and Steven P. Duffy MI-271

Source: CAP National News

### Cadets Achieve General Billy Mitchell Milestone Award



*Congratulations to our Cadets*

Katie L. Broyles MI-238, Micah P. Lunt MI-119 and Ryan T. Seavolt MI-257

Source: CAP National News

## *Wing Chief of Staff Comments on 2005 Michigan Wing Conference*



Lt. Col. Ronald Padavan

**I**n order to provide the members of Michigan Wing with the best possible conference experience, we have started laying the groundwork for the 2005 Wing Conference. Yes, I said **2005**.

**T**he 2004 conference will be held in Lansing in the Fall season (Mark your calendars) and I am sure it will be one to be remembered, however, we wanted to get a jump on 2005.

**T**he Project Officer for the 2005 conference is Lt. Melony Buford ([mbuford@miwg.cap.gov](mailto:mbuford@miwg.cap.gov)). Anyone interested in working on the conference committee for 2005 should contact Melony. We would truly like to have a variety of individuals on the committee in order to give us the broadest spectrum of experience. If you've been on conference staff before, we want you. If you haven't been on conference staff before, we want you.

Ronald Padavan, Lt. Col., MIWG Chief of Staff

## ***SAFETY NOTES***

### **March 21 - 27, 2004 National Inhalants & Poisons Awareness Week**

*Start planning now for classes at Wing and local unit  
Get out into the community!*

*If you need any assistance don't hesitate to contact the DDRA in your Wing or  
DDRC at Region*



Think safe - Be safe - Stay safe

1Lt. Joe Buford, CAP Safety Officer

## National Inspector General College 13-19 June



The National IG College will be held at Kirkland AFB, New Mexico from June 13 thru 19. It is important that all Inspector General's who haven't attended this course attend.

Source: Col. Suraci, CAP MER IG



## Sign In Sheets Now Required with Safety Reports

**E**ffective immediately, send all required safety reports AND paperwork (2a's, annual safety survey, etc) directly to Wing Headquarters and not to any home address.



A review of recent National Inspections has revealed that the safety inspectors are looking to see if there is a sign in sheet of some kind with the monthly safety report. I ask all squadrons to make sure they include a sign in sheet with the monthly safety briefings and make sure they are forwarded with the reports to wing headquarters. CAP requires wings to brief the *Safety Sentinel* monthly. Document the briefing, members attending and have some sort of vehicle to ensure absent members can complete and log a "self brief." Remember, safety is everyone's concern and remains a VERY HIGH priority for National and Wing.

Source: Ronald Padavan, Lt. Col. CAP MIWG Chief of Staff

*Pride*

*Proficiency*

*Professionalism*

*U.S. Air Force Auxiliary, naturally!*

*Accountability for All in 2004!*



## Promotions - Awards - Appointments

***1Lt. Patrick Moore - Appointment - Wing Director of Safety***

***2Lt. Kathy Balmas - Promotion - 1Lt.***

***2Lt. Joe Buford - Promotion - 1Lt.***

**MICHIGAN WING  
HEADS UP**

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Additional information may be found on the Civil Air Patrol National website at:  
<http://www.capnhq.gov> & the Michigan Wing website at: <http://miwg.cap.gov/newsletter/> This publication is also available on-line on the Michigan Wing website.

**Editor's Note**

In order to ensure that all members are informed of Wing events and important information. We are asking all members to assist us. Members with articles, announcements, photographs, information on events, promotions, awards, new members or other forms of information of interest to Wing members are encouraged to submit their material for publication in the newsletter. Submit photos with full descriptions please.

Please send your submissions/questions via email to the Newsletter Editor, 1Lt. Joe Buford at [jbuford@miwg.cap.gov](mailto:jbuford@miwg.cap.gov) **no later than the 15th of the month** for inclusion in the next scheduled issue. Thank you.

**Cadet Calendar**



**Events and Activities**

**3 - 7 March 2004**

*Legislative Day - LOC - Washington D.C. - POC - Lt. Col. M. Saile*

**6 March 2004**

**Encampment Cadet Commander Selection Board - LOC - Flint - POC - Lt. Col. Phelka**

**12 - 13 March 2004**

*NavComp - LOC - Island Lake, Kensington Metro Park - POC - Captain Kurt Layland*

**20 March 2004**

*TTT Class - LOC - Gaylord - POC - Major Cerny*

**26 - 28 March 2004**

*ES Training / Conference - LOC - Alpena CRTC - POC - Lt. Col. Mike Saile*

**March 2004 Calendar of Events**

3 - 7 Legislative Day - LOC - Washington DC - POC - Lt. Col. Mike Saile

4 - CD Orientation - LOC - Internet - POC - Captain Jerry Bradow

**5- Form 99's due at Wing Headquarters**

**6 - Encampment Cadet Commander Selection Board - LOC - Flint - POC - Lt. Col. Phelka**

**6 - General Encampment Meeting - LOC - Flint - POC - Lt. Col. Phelka**

**7 - Monthly Vehicle Utilization Report due at Wing Headquarters**

**10 - Monthly Aircraft Utilization Report due at Wing Headquarters**

12 -13 - NavComp - LOC - Island Lake, Kensington - POC - Captain Kurt Layland

**13 - Wing Staff Meeting - Wing Headquarters - Selfridge ANGB - POC - Lt. Col. Ronald Padavan**

20 -TTT Class - LOC - Gaylord - POC - Major Cerny

26 -28 - ES Training / Conference - LOC - Alpena CRTC - POC - Lt. Col. Mike Saile

27-28 - SLS - Bldg 302, Selfridge ANG Base - POC - Major Pam Paulin



## ***MI Wing's Newest Members***

**This space has been reserved to welcome our new members to Michigan Wing**

Cadet Eric Dillaber MI-007  
Cadet Nicole Daldine - Cadet Val Rose - MI-075

SM Terrie Welsing - Joan Errington - Keith Jones  
and Catherine Beyers MI-117

Cadet Steffen Hill - Roger Rich - Nicole Harper -  
Jonathan Looney and Michelle Beyers MI-117

Cadet Brad Myers and George Hyslop MI-190  
Cadet Ryan Worner MI-192  
Cadet William Schaefer MI-201  
Cadet Marsha Morris MI-260

***Welcome new members to Michigan Wing!***

## **VACANT STAFF POSITIONS AT WING HEADQUARTERS**

Wing Headquarters is currently seeking personnel to fill the following staff positions:

***Wing Public Affairs Officer  
Plans and Programs Officer***

All interested members  
should contact

Lt. Col. Ronald Padavan,  
Chief of Staff via email at  
**[rpadavan@miwg.cap.gov](mailto:rpadavan@miwg.cap.gov)** or  
by phone at (586) 774-6644  
for further information.



Air Force

**Print News Today**

Air Force news from around the world



## **Applications Available for Teen Aviation Camp June 5 -11**

12/19/2003 - **SAN ANTONIO (AFPN)**

**T**hirty-six teens will have the opportunity to attend the fifth annual Air Force Teen Aviation Camp at the U.S. Air Force Academy. The camp will run June 5 to 11. High-school students who have completed their freshman or sophomore year and are interested in the academy and aviation camp should submit an application by March 12. Applications and student criteria for the 2004 Teen Aviation Camp is available at local youth centers. Students will be notified of their selection to the camp by April 9.

"The camp gives an insight into what life at the academy will be like," said Bridget Kieschnick, a youth specialist at the Air Force Services Agency and camp project officer. "It shows what the environment and the facilities are like and what the opportunities are at the academy." Teens participating in the program will experience a mix of activities intended to provide learning and social experiences.

During the weeklong camp, teens will participate in aviation activities, as well as a challenging variety of "wilderness events" in the great outdoor environment Colorado provides. (Courtesy of Air Force Services Agency) Original story can be viewed at <http://www.af.mil/stories/story.asp?storyID=123006248>

Reprinted from AFPN Today Magazine

## New Scholarship Available from Texas A&M University Corps of Cadets

### **Attention Spring Graduating Cadets**

***Dear MI Wing Members:***

There's a new scholarship opportunity for CAP cadets at Texas A&M University. TAMU's Corps of Cadets program will be very attractive to CAP cadets looking to continue developing their leadership skills while in college. Being a member of the TAMU Corps of Cadets is an experience similar to being a cadet at a service academy, except military service after graduation is not mandatory.

Last month, when we went to press with our special scholarship issue of "Cadet Programs Today," the TAMU scholarship info had not yet been finalized. Therefore, while we will publicize this scholarship through "CAP News" and other outlets, **we're asking for your help to publicize this fabulous opportunity within your wing or region.**

TAMU leaders are absolutely delighted to partner with CAP - they're **EAGER** to give scholarships to CAP cadets - so please encourage college-bound cadets in your wing to apply. Let's not let free money go to waste! If TAMU is able to award the ten scholarships it has set aside for CAP cadets this year, there's a good chance that TAMU will make even more scholarships available to CAP in the following year.

For full details and application instructions, click the link below and then click "College Scholarships" at URL: **<http://level2.cap.gov/index.cfm?nodeID=5583>**

If you have any questions about this scholarship opportunity, feel free to contact me directly.

Curt LaFond, Headquarters Civil Air Patrol, Program Manager & Instructional Systems Designer, e-mail: **[clafond@capnhq.gov](mailto:clafond@capnhq.gov)** - **[www.cap.gov](http://www.cap.gov)**

**Source:** Curt Lafond, HQ CAP / LMP NCAC



### **MIWG DOST Announces New T T T Graduates**



**T**he Training Staff is happy to announce the following additions to the TTT Corps of Michigan Wing:

***Captain Steve Fritz - Captain Steven Rehn - 2Lt. Ruth Foglesong - Cadet Brandon Stonehouse -  
Cadet David Spilling***

These members successfully completed the Train the Trainer Course held in Escanaba on 24 January. *Captain Rehn* and *Cadet Stonehouse*, previously passed the course and attended again as a refresher.

The following members should be added to the list of current TTT qualified pilots in Michigan Wing:

***Captain Mark Grant - 1Lt. Bill Ohrt***

***Congratulations to them all!***

Sheila M. Cerny, Major, CAP MIWG DOST

## Free Grant Writing Course Available

**T**here are not too many "freebies" in life. I encourage you to take advantage of this one if possible. Grants are available for all levels of the organization -- all you have to do is to apply with a well written justification for the award.

Here is an opportunity for all units and wings. This **FREE** Grant Writing Course is being held at Fort Indiantown Gap, PA The course is **FREE**, your lodging is **FREE** and your food is **FREE**. What an opportunity for your unit. Space is limited so you need to sign up **NOW**.

Northeast Counter drug Training Center - Drug Law Enforcement Training, go to this website **AND MAKE SURE YOU KEEP IT IN YOUR FAVORITES** and check it often. Scroll down to *Grant Writing*, click on *Grant Writing* and register. There is money out there for units to receive, however you must come up with a project and state how you will be effective in your community. (If you need an idea send an e-mail we can help you come up with an idea I am sure). As we explained this past week-end at our DDR Seminar for DDRA's/DDRO's, our Region will make every effort to assistance **ALL** units with their Drug Demand Reduction Program even if they do not fit within the 30 mile radius as required by the Air Force for funding. Folks grants have been issued for up to \$100,000 dollars. This is a great opportunity. **AND ITS FREE -FREE - FREE! Where else can you get this opportunity for a course, lodging and food?** Please register now and if you are accepted **PLEASE** let me know.

### Grant Writing March 22-26 2004

**Duration:** 5 days (40 Hours)

**Designed for:** Law Enforcement Agents and individuals from Community Based Organizations involved in the identification and preparation or execution of grant funding.

**Course description:** This practical grant writing course will provide the participants with the fundamental skills needed to research, develop, write and submit grant proposals. This course will cover the concepts of grant development, how to create the components of a grant, funding source research and identification, how to develop goals and objectives and an evaluation plan. This class has been approved for 12 hours of Education Credit by the Pennsylvania Department of Health Certification Board. This is applicable to Pennsylvania students only. **To gain the maximum benefit from this course, all participants must come to the course with a project idea and a Request for Proposal from a funding source or funding announcement.**

**Source:** Lt.Col. Mayhew MER CC



## USAF Airlift Available for 2004 NCASE March 24 - 27



**A**ll MIWG personnel planning to attend NCASE this March 24-27 can get airlift to Atlanta. USAF needs 20 CAP personnel **OR AEM Members** from GLR to justify airlift. Please let me know at your earliest convenience, so that I can get a head count from MIWG to Jeff Montgomery, NHQ ETA manager for GLR. Members wishing to attend will need to commute to Indianapolis to board the plane.

**F**or more information on NCASE - visit the NHQ website at [www.cap.gov](http://www.cap.gov). It looks like it will be a fantastic event again this year! It is truly one of the finest CAP events anyone can attend. Where else can "folks like us" rub shoulders and discuss our thoughts with USAF and CAP general officers, some of our nation's premier aerospace researchers, and astronauts; and have so much fun at the same time? And **YOU** don't have to be a rocket scientist to mingle with them!

Captain John Betrus, CAP MIWG DAE



## Chaplain's Corner

### ***DON'T BELIEVE IN MIRACLES, DEPEND ON THEM***

**You don't need an explanation for everything. There are such things as miracles, events for which there are no ready explanations.**

**Future knowledge may explain these events quite simply. Any form of sufficiently advanced technology can be quite indistinguishable from magic when it's introduced for the first time.**

**Seeing, hearing, feeling are all miracles as well as each part of you. Seeing is not always believing. You know much more than you understand. Have the vision to see invisible things.**

For the Wing Chaplain,  
Christine R. Frantz, Captain, CAP (MLO) MIWG/HCD  
Reprinted with permission ©2002 Written by: MotivationMentor@aol



## From student to pilot: kids learn to fly

**Many children grow up with the dream of one day taking to the skies, to fly with the birds and soar above the clouds.**

MARINE CORPS AIR STATION BEAUFORT, SC 20 Feb 2004

**M**any children grow up with the dream of one day taking to the skies, to fly with the birds and soar above the clouds. With the Civil Air Patrol, those children may grow up to see their dream realized. The program offers students a chance to learn general aviation skills and earn their pilot's license, according to Cadet 1st Lt. Chris J. Todd, Lowcountry Squadron. The program also acts as a gateway to a military career. After completing the program, cadets are guaranteed a rank of E-3 in the Air Force. The cadets receive promotions in the program based primarily on tests, according to John T. Graves, Squadron Commander, Lowcountry Squadron. The test material includes questions about aerospace science, military leadership and moral leadership. The promotion test also includes a physical fitness evaluation involving running, pushups, and sit-ups, according to Graves. While enlistment is an obvious direction for graduates of the program to take, that is not the main goal of the Civil Air Patrol, according to Todd. "It's not an organization that pushes you into the military," said Cadet Senior Master Sgt. Kevin P. Horne, Lowcountry Squadron. Learning to fly is the goal for most of the cadets in the program, according to Horne. A child is first capable of joining the Civil Air Patrol at 11 years of age, and the cutoff for joining is 18 years. A cadet may stay in the program until they are 21 years of age. Over the course of their early years in CAP, cadets learn the mechanics of flying and aeronautics. They take tests study diagrams, and even fly in a glider towed by a regular aircraft. At 16 years of age cadets are eligible for their solo pilot's license. This license allows them to fly a plane alone in good weather during the day. Having a solo license is similar to having a learner's permit for a car. A private license is obtainable when a cadet becomes 17 years old, and at first is very similar to a solo license. A pilot may only fly during the day and in clear weather, but may do so with passengers. Several levels of private licenses are attainable, granting the pilot more freedoms as their skills grow. "When you get your private license, you can start going up just have a fun time," said Horne.



Cadet 1Lt. Chris J. Todd points to a picture of an aircraft instrument panel while Cadet Senior Master Sgt. Kevin P. Horne holds it up for other cadets to examine.

**Story & Photo by:** Lance Cpl. Justin V. Eckersley Jet Stream Staff  
**Submitted by:** 1Lt. Patrick Moore, MIWG Director of Safety





## Director of Cadet Programs Extends Appreciation to Renewing Members



**I**would like to take a moment and Thank each of you that have renewed your CAP membership. On behalf of Michigan Wing we appreciate all you do for CAP and Michigan Wing.

Again, Thank You and enjoy the journey. If you know any of the following people, be sure to say Thank You for your continued support.

**MI-000** - Hall, Roy L., Blevins, Ricky O

**MI-001** - Dickinson, Thomas A. (Lifetime Member), Melville, Barbara A., Moore, Patrick D., Saile, Michael A.

**MI-015** - Arent, Louis A.

**MI-117** - Willis, Philip C.

**MI-063** - Roberty, Nicholas R.

**MI-068** - Bartels, John D.

**MI-073** - Samsky, Michael A.

**MI-075** - Kheir, Raouf R.

**MI-094** - Ish, Robert M.

**MI-100** - Balmas, Joseph A., Watkins, Robert D.

**MI-119** - Hodyna, Elyse M., Knebl, Colin F.

**MI-176** - Croff, Sean T., Drake, Jessica M., Korbely, Anthony J. IV, Moore, Matt P., Smith, Kyle R.

**MI-183** - Beggs, Larry A Sr., Frydrych-Constas, Lilly A., Lawrence, Clifford H.

**MI-192** - Schulze, David L.

**MI-238** - Linn, Andrew R. Lisac, Katie L

**MI-249** - Mendham, James A Sr.

**MI-250** - Shumway, Edwin C.

**MI-257** - Connelly, Carol Ann, Keyes, Randall T., Meyer, Stephen W.

**MI-260** - Jarzynka, Richard J., Pezalla, Christian E.

**MI-261** - Bellor, Wayne P.

**MI-265** - Grohoski, William E., Wikar, Anne Marie

**MI-271** - Oliver, Elizabeth A.

**MI-276** - Oliver, Jesse E.

**MI-610** - Demaree, Edward M.

**MI-702** - Siciliano, James B.

**MI-999** - Courter, Amy S.

**Source:** Lt.Col. Curtis J. Boehmer, CAP MIWG DCP

## Chief of Staff Comments on Recruiting and Retention



Lt. Col. Ron Padavan

**I** have looked over some data received from national concerning our cadets and thought I would share it with you. We have a total of 39 Squadrons or Flights in the Wing (not counting Groups or Wing HQ units). Of these 39 units, 15 units made gains or stayed the same size in the cadet ranks (we recruited 223 new cadets in 2003). The wing lost 40 more cadets than we gained and out of 583 cadets we started with in January 2002, we only retained 303. Of the 39 units, only 13 had cadet orientation flights. According to NHQ, we had 543 cadets at the beginning of January. The information provided did not include senior data. We at Wing Headquarters are doing all we can to help recruit new members. We have revitalized the PAO and Recruiting and Retention areas and hopefully you should be seeing some positive results soon. However, we cannot do it alone. Units have to make an effort to not only recruit, but RETAIN our members. Retention is the key to growth.

Lt. Col. Ronald Padavan, CAP MIWG Chief of Staff

## 2004 Applications Available Spring 2004

*Corporation for National  
and Community Service*

### **Presidential Freedom Scholarships**

**W**elcome to the official website of the Presidential Freedom Scholarship program. The program is designed to highlight and promote service and citizenship by students and to recognize students for their leadership in those areas

**T**he 2004 application will be available by spring 2004. Students currently in their junior or senior year of high school are eligible to be selected for the scholarship. Please see the FAQ section of this site for other eligibility requirements. The application for the 2004 program will be posted as soon as it becomes available. As in years past, we anticipate a late spring deadline. Please take a few minutes to explore our site to learn more about the scholarship program. We appreciate your interest in the Presidential Freedom Scholarships.

**W**hen faced with challenges such as illiteracy, poverty, crime, and a lack of usable open spaces, our nation has always relied upon the dedication and action of citizens. That is why President Bush has called on every American to dedicate at least two years of their lives to service to their community, our nation, and the world. Today, the **Corporation for National and Community Service** continues a long tradition of citizen involvement and supports President Bush's call to service by encouraging students to improve their communities through service. One initiative that encourages these habits is the Presidential Freedom Scholarship program.

**M**ore than 30,000 scholarships have been awarded to students nationwide! Students in every state in the nation as well as the District of Columbia have been recognized. Through the program, each high school in the country may select up to two students - juniors or seniors - to receive a \$1,000 scholarship in recognition of outstanding leadership in service to their community. With funds appropriated by Congress, the **Corporation for National and Community Service** provides \$500 for each scholarship, which must be matched with \$500 secured by the participating school from the community. In addition to the scholarship, students receive a certificate from President George W. Bush, a letter of recognition, and a gold President's Student Service Award pin. This web site is divided into three sections for:

#### **Students School Personnel and Boys & Girls Club Personnel Local Matching Supporters**

Students | School Personnel and Boys & Girls Club Personnel  
Local Matching Supporters | FAQs | Contact Us | Links | News  
USA Freedom Corps | Corporation for National and Community Service  
Learn & Serve America | Privacy Policy

Please send comments or questions regarding this program to: [info@studentservicescholarship.org](mailto:info@studentservicescholarship.org)

## Some Thoughts About Unit Pride

**H**ave you ever wondered why going from one unit to another is like night and day? One unit's morale is off the chart while the other is barely holding it together.

**I** have been fortunate that my positions have afforded me the opportunity to see many different units. Some units are pumped up and excelled at everything they got involved in. It wasn't just a select few that made this happen, it was the entire unit. It was genuine drive, determination, motivation and outlook that created the culture that wanted to do well. Anything that affected one in the unit was perceived as something that affected the entire unit. When one of their own excelled, they all excelled.

**H**ow do you create this culture? Where does it start? I would submit to you that it starts with an attitude, pride and commitment by the leadership. It starts with the leadership establishing a positive outlook, and reinforcing that everyone has a stake in the outcome of the unit and it's performance.

**C**ommitment starts with the individual. Get them involved with the high stakes outcomes right away. Don't let them sit around and not get involved, or they will have a harder time committing. Give them projects with delivery times and expect results. From the basic cadet to the most experienced senior, everyone wants to do something and doing nothing is a morale killer.

**R**ally the troops. Whenever there is an event involving any unit member, get the troops to fall out to witness the event and cheer him or her on. Everyone wants to be appreciated and respected by his peers. This will send a signal, loud and clear. You are one of us and we are proud of you. This applies to civilian activities as well as CAP activities. If someone in your unit is doing something in the "civilian" world, go out and cheer them on. Seek publicity. Strive to get your unit successes highlighted in the newspaper or newsletter. You will be surprised how meaningful this can be for your unit members who have been highlighted in the paper. Have an active PA program and encourage members to submit information.

**H**ave an active awards, decorations and recognition program. Put your people in for everything that they qualify for. Don't forget the "of the year awards" as well as commanders commendations and simple certificates of recognition. Talk up your unit accomplishments. Every unit has done something it can be proud of. Make sure your troops know of the unit history. Make them a part of that history.

**T**hese are but a few thoughts and ideas to help foster a culture of pride, identity and a winning attitude. The most important ingredient in success is leadership that is willing to take an active role in shaping and molding a culture everyone can identify with, but most importantly commit to.

**Submitted by:** Lt. Col. Ronald Padavan, Wing Chief of Staff



# National Fire Academy Course Available

## **FEMA Education Courses available**

There is a course available from the United States Fire Service National Fire Academy which combines two of their two day resident courses *Personal Effectiveness and Team Effectiveness*. The material which is quite pertinent to Stress Management is available as a single online self-paced curriculum called Fire Service supervision. It is available from the National Fire Academy website free of charge. You will find it as [www.usfa.fema.nfa](http://www.usfa.fema.nfa) by following the links or going to [www.fema.gov](http://www.fema.gov) and following the education and training links to the virtual campus and selecting the NFA supervision course.

Though as CAP members we are not fighting "fires" we do find ourselves in the same type of stressful situations which require quick cool thinking and teamwork and the material is appropriate.

The individual modules in this course cover:

- 1. Introduction and Overview**
- 2. Stress Management**
- 3. Time Management**
- 4. Interpersonal Communications**
- 5. Motivation**
- 6. Counseling**
- 7. Conflict Resolution**
- 8. Group Dynamics**

The modules are stand-alone and do not have to be covered in any particular order. There is not a single topic which would not benefit the CAP Senior Member (or even older cadets) in performing their CAP functions. As with all of the FEMA courses, the materials are free. If you so desire you may take the final examination online and receive a certificate from the National Fire Academy.

The material is excellent and used by people whose life depends on a grasp of the materials. The fact that the material is free makes it even better.

FYI, there are also Leadership, Communications, Volunteer Management courses available at the FEMA Education and Training site which are also free.

**Source:** Lt. Col. Connie Kelly, CAP  
Illinois Wing Volunteerism Programs Liaison

# MIWG DO Comments on CAPF 108

## Michigan Wing Guideline

### Filing the CAP Form 108 for Expense Reimbursement

#### General:

The use of the CAPF 108 is described in CAPR 173-3. The CAPF 108 is used by the member to reimburse fuel, oil, communication, and minor maintenance cost for aircraft and for vehicles associated with Civil Air Patrol activities approved for funding. When pre-authorized, Food and Lodging would also be claimed. For other expenses such as office supplies and publishing costs CAP members are required to submit a MWF 173-3 for reimbursement. In either case, prior approval or arrangements must be made by the funding authority before a member submits an expense report for reimbursement. All CAPF 108s must be submitted against a pre-approved Mission Number. The mission number may be issued by Michigan Wing or Great Lakes Liaison Region. CAPF 108s without the correct mission number will be returned to the requesting member, delaying reimbursement. The following six scenarios summarize the routing and timing of CAPF 108s. The mission number format indicates the type of mission scenario (MICO), Fiscal Year (FY), and running serial number (xxx).

**SAR/DR Missions, Actual (FYMxxx) or Training (GLLR(MI)FY-xx).** These are USAF funded activities. The Mission Staff is responsible for maintaining accurate mission paperwork including the collection and submittal of CAPF 108s for reimbursement. It is the responsibility of the Mission Staff to direct the CAP Member 108 per MIWG Reimbursement Procedures CAP members shall submit original receipts and properly filled out CAPF 108 in accordance with Mission Staff instructions. CAP Members must retain copies of their expense reports. **Cadet Orientation Flights (MICO-FY-xxx).** These are USAF funded activities, the MICO number is a control number MIWG uses to track the documentation in the field. Pilots seeking reimbursement for Cadet Orientation Flights must have prior authorization by the Assistant DO for O-Flights and complete both a CAPF 108 and CAPF 7. Cadet O-Flight paperwork shall be submitted to the Assistant DO coordinating and issuing the mission numbers for processing. **Check ride Reimbursement (MICR-FY-xxx).** These are USAF funded activities. The MICR number is a control number MIWG uses to track the documentation in the field. Pilots seeking reimbursement for CAPF 5 or CAPF 91 check rides must first seek approval from the Wing Stan/Eval Officer and be issued a mission number. Upon completion of the Check ride, the CAP pilot submits original receipts and a properly executed CAPF 108 to the Wing Stan/Eval Officer along with the CAPF 5 or CAPF 91. The Wing Stan/Eval Officer will consolidate the individual CAPF 108s into a Wing 108 per CAPR 173-3 for approval and signature of the Wing DO. CAPF 108s submitted directly to the Wing DO from the member, or from the Mission Staff without consolidation, will be returned to Wing Stan/Eval Officer, delaying reimbursement. **Short Notice Inspections Funded by USAF (MIDO-FY-xxx).** These are USAF funded activities. The MIDO number is a control number MIWG uses to track the documentation in the field. Inspection Teams that are pre-authorized and issued MIDO numbers shall submit CAPF 108s directly to MIWG DO for processing. **USAF ROTC Orientation Flights (MIROTC-FY-School-xxx).** Pilots seeking reimbursement for USAF ROTC Orientation Flights must have prior authorization by the DO and complete a CAPF 108 for reimbursement. USAF ROTC O-Flight paperwork shall be submitted to Assistant DO coordinating the flights for processing. **Maintenance Actions (MIMA-FY-xxx).** These activities are within the scope of MIWG, not NHQ or USAF. The MIMA number is a control number MIWG uses to track the documentation in the field. Upon pre-authorization by the Wing Aircraft Maintenance Officer, certain ferry flights may be reimbursed to CAP Pilots. Pilots pre-approved for ferry flights must submit CAPF 108 to the Wing Director of Operations for reimbursement. The Wing Aircraft Maintenance Officer shall sign the form and pass it to MIWG Finance Officer for payment. **Local Training not Funded by USAF (MILT-FY-UNIT-xxx).** These activities are within the scope of MIWG, not NHQ or USAF. The MILT number is a control number MIWG uses to track the documentation in the field. Michigan Wing is unable to support funded training missions. No reimbursements shall be honored for a MILT mission number.



#### Common Errors when filing a CAPF 108:

1. Incorrect or missing Mission Number.
2. Wrong version of form. Please go to <http://www.cap.gov/> to download latest form.
3. Claimant doesn't fill out the true start and end dates of mission, or doesn't have correct dates.
4. Claimant fails to include phone number and email address date.
5. Claims include snacks, beverages and other non-reimbursable items on receipt to Form 108.
6. Aircraft Rate is incorrect; refer to supplement to CAPR 173-3 table, non-CAP planes add \$10.
7. Aircraft Rate is missing. Always include aircraft rate for Finance tracking purposes.
8. Mileage is not documented for vehicle reimbursement.
9. Claimant fails to sign the form.
10. Receipt is missing.

**Source:** Mario Accardo, Major, CAP MIWG Director of Operations

## Attention: Members interested in Aircrew Training

As Winter approaches, we will find ourselves with some quiet time with regard to training activities. I would like to briefly review our approach to Aircrew Training this coming year. The primary means of obtaining Scanner and Observer training is still by correspondence course; the Air Force Institute for Advanced Distributed Learning (AFIADL) formerly known as the Extension Course Institute (ECI). Several CAP specific courses are available to Seniors. Please visit the Website (<http://www.maxwell.af.mil/au/afiadl/>) and refer to CAPM 50-17 for instructions on ordering courses. Mission Scanner Course: 02130A Mission Observer Course: 02130B

Michigan Wing Training Section is developing Aircrew Flight Training Modules for Scanner, Mission Observer and Mission Pilot. These modules are based on the training materials found at <http://level2.cap.gov/index.cfm?nodeID=5591>. Flight Training refers to in-flight instruction and demonstration of skills IAW CAPF 101T-MS, MO and MP. Major Roy Kauer is leading the effort to painstakingly convert the materials from the St. Louis Sectional to the Detroit Sectional. Anyone who is proficient at desktop publishing and is interested in helping (there is a lot of work here) is asked to contact Major Roy Kauer.

Squadron Commanders are primarily responsible for providing or facilitating the training needs of their members. In the case of Aircrew Training, Commanders should help their members register for ECI courses and process 101T's. Upon issuance of a 101T and completion of the ECI course, Commanders should coordinate with the Wing Training Department (Major Cerny or Major Kauer) for Flight Training. An alternative to the ECI courses would be to participate in a weekend training course based on the NESA materials at the website mentioned in Item 2. However, this shall only be provided upon request by Squadron or Group Commanders and based upon availability of TTT Certified Aircrew Trainers. If you have any questions regarding aircrew training, please see your Commander. Commanders are encourage to contact myself, or Major Cerny with any questions regarding Aircrew Training or to coordinate Flight Training Activities for those members already issued a 101T and signed off on a training course. Thank you.

Mario Accardo, Major, CAP Director of Operations

## Attention Members: Squadron Leadership School 27-28 March

Major Pamela Paulin will host a Squadron Leadership School (SLS) class on 27-28 March 2004. The course will be held at Selfridge Air National Guard Base inside in Building 301. Major Paulin is the P.O.C. and can be reached at any of the following telephone numbers (586) 321-0692 - (586) 792-7732 - or (586) 463-5300. Members needing more information or wishing to offer any words of wisdom to this rookie should feel free to contact her.

**Source:** Pamela Paulin, Major, CAP Squadron Commander Van Dyke Cadet Squadron MI-117